



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 50-1	Subject: TESTIFYING IN COURT / HEARINGS
Chapter 50:TESTIFYING / COURT APPEARANCES	Page 1 of 2
Applicable ACA Standards:	Revision Date: 01-09-06, 11-23-07
Signature: /s/ <i>Karen Duncan</i>	Effective Date: 12/31/02
Signature: /s/ <i>Steve Gibson</i>	

I. BUREAU DIRECTIVE:

The Youth Community Corrections (YCC) Bureau will establish procedures to provide protocol for testifying in court for hearings such as transfer, detention, adjudication, disposition, and on-site. This procedure will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC Facilities and Programs

III. DEFINITIONS:

None

IV. PROCEDURES:

RESPONSIBILITIES:

- | | |
|--|-------------------------------|
| 1. Before testifying in court or at an on-site hearing, obtain certified or authenticated documents whenever possible. Review case notes, chronological history, file and all pertinent information. | Juvenile Parole Officer (JPO) |
| 2. Maintain confidentiality. Do not release youth file, except by Court Order. All documents brought to the stand are open to all parties of the court. | JPO |
| 3. Dress appropriately, follow DOC 1.3.41, Employee Dress, Uniform, and Hygiene . | JPO |
| 4. Maintain composure, tell the truth, and be factual. | JPO |
| 5. Refer to attached YCC 50-1 (A), Mechanics of the Courtroom . | JPO |

V. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

Procedure No.: YCC 50-1	Chapter 50:TESTIFYING / COURT APPEARANCES	Page 2 of 2
Subject: TESTIFYING IN COURT / HEARINGS		

VI. REFERENCES:

[41-5-123, M.C.A.](#) [Youth Placement Committee to Submit Recommendation to the Department](#)
[52-5-127, M.C.A.](#) [Control Over Youth Released Under Parole Agreement](#)
[YCC 4.7.4](#) [Violation of Juvenile Parole Agreement](#)

VII. ATTACHMENTS:

[YCC 50-1\(A\) Mechanics of the Courtroom](#)